

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

FOREIGN VISITS – Official and non-official visits abroad by cadre, non-cadre officers and non-officials – Certain instructions – Issued.

GENERAL ADMINISTRATION (SPL-D) DEPARTMENT

G. O. Rt. No.5036

DATED 4th NOVEMBER, 2011

Read the following:-

- 1)G. O. Rt. No. 7332, Genl. Admn. (SPL-B) Department, dated 27-10-2005.
- 2)Government Memo. No. 221/Spl-D/2006-1, dated 14-08-2006.
- 3)G. O. Rt. No. 2621, Genl. Admn. (SPL-D) Department, dated 16-06-2001.
- 4)Government Circular Memo. No. 185/Spl-D/2011, dated 17-10-2011.

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ORDER:

In continuation of the orders/instructions issued in the references read above, it has been decided to reiterate the instructions that the proposals relating to visits abroad by the cadre, non-cadre and non-officials shall not bypass the Screening Committee on Foreign visits constituted for the purpose while processing the proposals. All the departments are, therefore, requested to follow the following guide-lines while processing the proposals for foreign visits by officials:-

- (1) The proposals for Foreign visits by the cadre, non-cadre and non-officials shall be sent to the Genl. Admn. (SPL-D) Department after routing the files through the Finance Department along with the check-list of the Officers;
- (2) Not more than two visits of Officers shall be entertained in a financial year;
- (3) The Departments shall not circulate the files to the Minister concerned and to the Hon'ble Chief Minister without routing the proposal through the Screening Committee;
- (4) Approximate expenditure for the visit shall be mentioned in the proposal while referring the file to the Finance Department and then sent to the General Administration (Spl-D) Department;
- (5) The proposals on Foreign visits sponsored by the Private Organizations need not be considered and Need not be sent to the Screening Committee;
- (6) The proposals for Foreign visits by the Officers shall be sent to this department well in advance with seven working days before the date of the visit:

2. All the Departments of Secretariat are requested to comply these orders while sending the proposals to the General Administration Department for placing the same before the Screening Committee constituted.

3. The Departments are requested to follow these instructions scrupulously. The Department are requested not to bypass the Screening Committee and not to circulate files directly to the Chief Minister for approval of foreign visits.

...P.T.O...

4. The G. O. is available on internet and can be accessed at the address <http://www.aponline.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PANKAJ DWIVEDI
CHIEF SECRETARY TO GOVERNMENT

To

All the Departments of Secretariat,
All Chief Secretaries/Prl. Secretaries/Secretaries to Govt.
All Private Secretaries to Ministers/Advisers

COPY TO:

The A.G., A.P., Hyderabad
The P.A.O., Hyderabad
The P.Ss to C.S/Prl.Secy. to CM/Prl.Secy (Poll.)
 Spl. Secy. to CM.
The Genl. Admn. (Poll-D) Department
SF/SC

// FORWARDED: BY ORDER //

SECTION OFFICER (SC)